

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. **C-435**PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Bureau of Highways

Administrative Division

AGENCY		DIVISION
Item No.	Description	Retention
1.	GENERAL ACCOUNTING RECORDS Appropriations, Asphalt Reports, Budget Reports, Expense Accounts, Mileage Bills, Utility Reports, Payroll Expenses and Adjustments, Closed Job Orders, Requisitions and Purchase Orders. File Arrangement: Alphabetically by Item than by date	Retain for three years, then destroy
2.	PERFORMANCE REPORTS Foremans daily reports of number of men, hours worked, type and quantity of work performed. File Arrangement: Chronological by District	Retain for three years, then destroy

Schedule approved by Department, Agency or Division Representative

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary